

MICHIGAN CIVIL SERVICE COMMISSION

P.O. Box 30002, Lansing, Michigan 48909

www.michigan.gov/mdcs

ADVISORY BULLETIN

No. 3.12-1

DATE ISSUED: January 24, 2005

POST END DATE: December 31, 2007

RULE REFERENCE: 3-2, 3-3

REGULATION REFERENCE: 3.12

CONTACT AREA

Classifications and Selections/Applicant Assessment

CONTACT PERSON

Vivian Tansil

TELEPHONE NO.

(517) 373-3062

SUBJECT

**ADMINISTRATIVE SUPPORT EXAMINATION (No. 5029) FOR
RETURN-TO-WORK TRIAL APPOINTMENTS**

This document should be placed with the referenced rule and/or regulation until the Post End Date.

The purpose of this advisory bulletin is to clarify the appointment process for employees receiving State of Michigan disability benefits. This advisory bulletin pertains to classifications tested by the Administrative Support Examination (No. 5029).

On June 30, 2004, the Department of Civil Service and the Office of the State Employer jointly issued a letter establishing a priority hiring procedure to reduce the State's disability benefit payments and assist employees in their return to active employment. After satisfying all bargaining unit agreement requirements, agencies are to consider disability benefit recipients as a hiring priority for vacant jobs.

Standard F. of Civil Service Regulation 3.12, *Return-to-Work Trial Appointments*, waives the examination if one is typically required for the classification. For purposes of this advisory, the Administrative Support Examination will be waived and an approved appointment to a specific administrative support job for disability benefit recipients will be processed.

Classifications tested by the administrative support examination are Accounting Assistant 5-E7, Calculations Assistant 5-E7, Communications Assistant 5-E7, Data Coding Operator 5-E7, Data Processing Assistant 6-E7, Executive Secretary E10-11, General Office Assistant 5-E7, Legal Secretary 7-9, Library Assistant 5-E7, Medical Benefits Reviewer 5-E7, Personnel Management Assistant 7-E8, Secretary 7-9, Word Processing Assistant 5-8, and Workers' Compensation Assistant E8. The examination waiver does not place disability benefit recipients into applicant pools for other administrative support classifications.

The Office of the State Employer, Employee Health Management staff will work with the state's Third Party Administrators for Workers' Compensation and Long-Term Disability to assist private vocational rehabilitation providers in identifying jobs for disability benefit recipients. Vocational rehabilitation providers will review the job vacancies in the administrative support classifications posted on the Civil Service website and send the attached *Employment Referral Hiring Priority Initiative* form, applications, and resumes for vacant jobs to state agencies on behalf of the benefit recipients.

Names of disability benefit recipients do not have to appear in the Civil Service 5029 applicant pools for consideration. At the conclusion of the selection process, the agency must send a Request for Credential Review (CS-153) form and the required documents to Civil Service, Applicant Assessment Team, to authorize the approved appointment. When making the

appointment, the agency will select “Approved Appointment” on the Requisition Applicant Form (XP43.1) in HRMN.

If you have any questions about the hiring priority for disability benefit recipients, please contact the Employee Health Management staff at (517) 241-9090.

Attachment

EMPLOYMENT REFERRAL

“Hiring Priority Initiative”

DATE: (Insert Date)

TO: Human Resources – (Agency)

FROM: (Insert Voc Rehab Provider)

SUBJECT: (Position Applied For)

Please consider the individual(s) listed below for the attached job position. Resumes and agency applications are enclosed.



If you have any questions, I can be reached at:

(Insert Name)
(Insert Phone)
(Insert Fax)
(Insert E-Mail)